UNITED NATIONS

DP

Executive Board of the United Nations Development Programme and of the United Nations Population Fund

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DRAFT DECISION

96/XX. Documentation

The Executive Board

1. Recalls the importance of strict observance of the resolutions and rules establishing language arrangements for the different bodies and organs of the United Nations, in particular General Assembly resolutions 50/11 and 50/206;

2. Decides to establish page limits for documents to be submitted to the Executive Board, as contained in the annex to the present decision;

3. Requests the Administrator and the Executive Director to continue to uphold and seek to improve the quality of the reports submitted to the Executive Board, making them more concise and action-oriented and to enforce, where appropriate, the page limits set out in the annex to the present decision;

4. Decides that:

(a) Reports over five pages long (excluding country programming documents) shall have an executive summary;

(b) Statistical annexes, tables and similar documentation shall, to the extent possible, be presented in addenda to the main document;

5. Also decides that any report exceeding the number of pages set out in the annex to the present decision shall be considered only on an exceptional basis and if duly justified to the Executive Board;

6. Requests the Administrator of the United Nations Development Programme and the Executive Director of the United Nations Population Fund to ensure that documents are submitted to the United Nations Office of Conference and Support

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Services 10 weeks before the start of a session, with the aim of complying with the six-week rule established by the General Assembly and most recently reaffirmed in its resolution 50/206; and to maintain close coordination with the United Nations Office of Conference and Support Services in all matters pertaining to the submission and issuance of documentation, including the electronic distribution of documentation submitted to the Executive Board;

7. Decides, on a temporary basis, that in cases where a report has not been issued in all languages six weeks before the start of a session, the secretariat may distribute advance copies of the report at that time to the members of the Board, including through electronic means where possible, in the language of submission; and that such documentation be also made available to observers at the same time;

8. Requests the Administrator and the Executive Director to examine whether current staffing levels in the respective secretariats are adequate to meet the provisions approved in the present decision for quality, length and timely distribution of documentation;

9. Calls upon all members of the Executive Board to exercise restraint in requesting reports and policy papers and to consider the possibility of greater use of oral reports.

Annex

PAGE LIMITS FOR REPORTS SUBMITTED TO THE EXECUTIVE BOARD

UNDP

1. Policy papers shall not exceed 15 pages;

2. Country cooperation frameworks shall follow a common format and shall not exceed the range of 6-10 pages;

3. Reports concerning budgetary and financial matters shall not be subject to the 15-page limit but shall none the less be as concise as possible, with due regard to the need to present statistical annexes and data in addenda to the main document in line with paragraph 3 of the present decision.

UNFPA

1. Policy papers shall not exceed 15 pages;

2. New country programmes shall not exceed the range of 6-10 pages;

3. Requests for extensions and/or additional resources for country programmes shall not exceed the range of 3-5 pages;

4. Reports concerning budgetary and financial matters shall not be subject to the 15-page limit but shall none the less be as concise as possible, with due regard to the need to present statistical annexes and data in addenda to the main document in line with paragraph 3 of the present decision.